

**Contract Improvement Process
Higher Education Subcommittee
Notes from October 20, 2006**

Conference Call Attendees:

Harry McCabe
Vickki Klingman
Bob Shur
John Utterbach
Steve Fincher
Sandy Hicks
Charlene Lydick
Bob Jaros
Not on call:
John Kane
Renee Wersch

Summary of Discussion Points

- Bob Jaros updated the subcommittee on the key items in the Contract Improvement Process
- The schedule and work product form this initiative is on the State Controller's website at: <http://www.colorado.gov/dpa/dfp/sco/contractimprvprocess.htm>
- John felt the risk-based approach would be beneficial to CSU. There could be a resource issue with applying the approach.
- Bob Shur mentioned that contract monitoring and performance contracting needs attention, and will require tools and training
- CU provides online contract management training
- Vickki mentioned that the risk based approach has a lot of merit. She said it was a good to gather a list of items today to discuss in future meetings.
- John pointed out that although higher ed and agencies share the same vendors, we don't have a common contract. Vendors mentioned included Qwest and City and County of Denver.

Meeting Schedule:

- November 3, 11 am to 12 noon, Conference call
- November 15, 12 noon to 3 pm, Camp George West, after CCIT meeting

Agenda for November 3

- Identify discussion items for November 15
- Items so far include:
 - Vendor agreements
 - Online agreements
 - Training
 - Fiscal Rules and Policies
 - FAX or electronic signatures
 - Big 4 – indemnity, limitation of liability, jurisdiction, and arbitration